

Using PowerSchool Gradebook

To access your gradebook, launch your browser and go to
<http://powerschool.generalmclane.org:8080/teachers>

Log in using your lastname.first initial and your password.

Assignments and Scoring

Add assignments from either Scoresheet or Assignments tab
Add assignments one at a time or several (all) at once
student's grade will calculate based on grades entered
No entry is NOT a zero!

To add an assignment from **Assignments Tab**:

Click + at bottom of assignment list
new assignment pane opens

Define:

Assignment name (press tab and
Abbreviation field auto-fills—then
edit)

Category

Score type

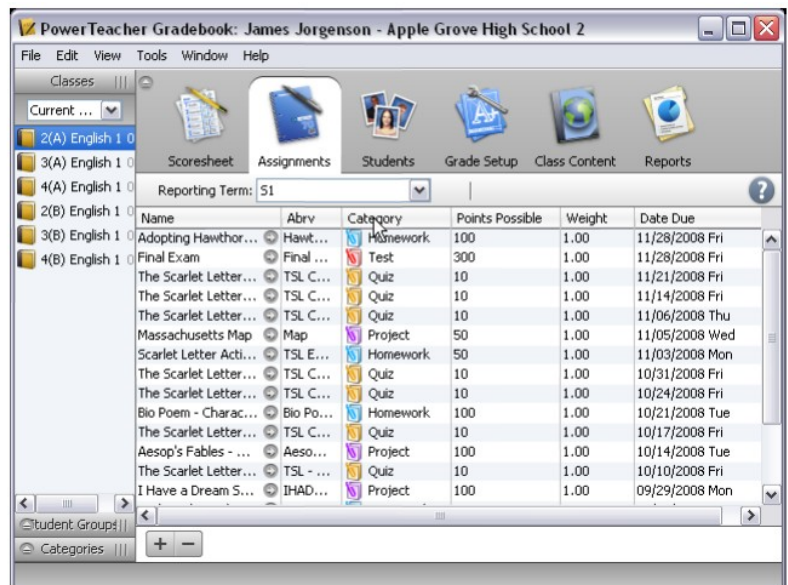
Points possible

Weight (can adjust without changing
points possible)

Due date (defaults to current date)

Include assignment in final grade

Description (be complete and detailed, as parents and students will see this when they are able to
login to the Parent portal)



To copy an assignment from one class to another:

Click on assignment to copy

Go to Tools, Copy Assignment

Choose class to copy to (can be same class to duplicate an assignment)

Entering Scores

Type in value (points, percentage, letter grade as defined)
press Return to move to field (student) below
press Tab to move to field (assignment) to the right

Click Save when finished entering scores

Score Inspector

Provides additional options for entering scores
Go to Tools, Score Inspector or Control-Click on an assignment

Choose special marks

late
collected
exempt
missing

Can enter score

Comments for assignment—type comment or use comments tab to choose comments

Use arrows at top of inspector to go to the next student or next assignment

Special Marks



Will display in gradebook next to grade
Use Control-Click to access Special Marks menu

Reminders:

Collected = no score; if a score is entered, the mark is replaced with the score

Missing – not handed in. When changed to Collected, score is not marked Missing any longer

Scored, Exempt – score displays but doesn't count

Present, Exempt – Ex appears shaded in italics

No Score – Ex appears in italics

***Remember to Click Save!**

Fill Scores

You may want to give all (or most) students the same grade—you may auto-fill a grade and edit the ones you need later

Control-Click on the assignment—choose fill scores—enter values

